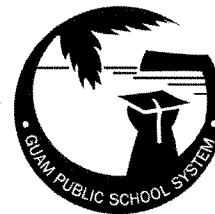




CORINA Y. PAULINO, Interim
Superintendent of Education

**PERSONNEL SERVICES DIVISION
GUAM PUBLIC SCHOOL SYSTEM**

P.O. Box DE
Hagatna, Guam 96932
Tel: (671) 475-0495
Fax: (671) 477-0698



ANNIE B. CRUZ,
Acting
Administrator

May 22, 2008

An Equal Opportunity Employer

ANNOUNCEMENT
~Continuous~

The **Guam Public School System** wishes to announce **OPEN/COMPETITIVE** and **PROMOTIONAL examination** for the following class of position to **ESTABLISH A LIST:**

COMPUTER OPERATOR II (0.515)

SALARY: Pay Grade I
Open: Step 1-10, \$21,389.00 - \$32,083.00 Per Annum
Promotional: Step 1-20, \$21,389.00 - \$45,256.00 Per Annum

DUTY: Twelve (12) Months

MINIMUM EXPERIENCE AND TRAINING:

- (A) One (1) year of experience as a Computer Operator; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NOTE: Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

NATURE OF WORK IN THIS CLASS:

This is moderately complex technical work involved in the operation of electronic data processing machines and peripheral equipment.

Employees in this class perform moderately complex electronic data processing machine operations independently on an ongoing basis and participate in the full range of complex technical duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Receives and reviews schedule of moderately complex job assignments involving several phases of computer operations.

Reviews flow charts and codes to determine correct machine application.

Manipulates control switches on control panels, storage devices, printers, readers, and prepares machine operations in accordance with detailed instructions.

Loads jobs to computer; reviews initial machine output for desired result and continues machine operation if there are no discrepancies.

May alter priority of job by changing class through the console.

Provides information labels to files in the disk, tapes or diskette.

Catalogs and stores physical volume of files in designated areas.

Maintains sets of job control statement according to job requirement.

May train lower level computer operators.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the operation of electronic data processing machine and peripheral equipment.

Knowledge of the practices, procedures and techniques of electronic data processing.

Knowledge of moderately complex flow charts involving computer operations of procedures.

Ability to think in terms of computer logic.

Ability to identify various switches, devices of the computer, and uses of the peripheral equipment.

Ability to make assignments to symbolic and physical devices.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with the public and employees.

Skill in the operation, adjustment and care of electronic data processing and peripheral equipment.

EXAMINATION REQUIREMENTS:

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Public School System, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- Certified Birth Certificate
- U.S. Passport
- Naturalization Card
- "Green Card" (For Immigrants)
- Government of Guam I.D. Card
- Original Social Security Card
(not laminated)
- Other proof of work eligibility

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Guam Public School System are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Guam Public School System must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Guam Public School System Personnel Rules and Regulations, all applicants selected for appointment in the Guam Public School System, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants **selected** for employment are required to submit Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

APPLICATION DEADLINE:

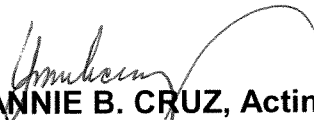
Applications will be accepted daily from 7:00 a.m. to 6:00 p.m., Monday through Friday except holidays.

APPLICATION SUBMISSION:

Interested applicants must submit a **GPSS “Application for Employment”** form to the **GUAM PUBLIC SCHOOL SYSTEM, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Public School System’s website at www.gdoe.net**

FOR FURTHER INFORMATION:

Please call 475-0495 through 475-0498 or come by and visit our office.


**ANNIE B. CRUZ, Acting
Administrator
Personnel Services Division**

iris